

HOW-TO GUIDE



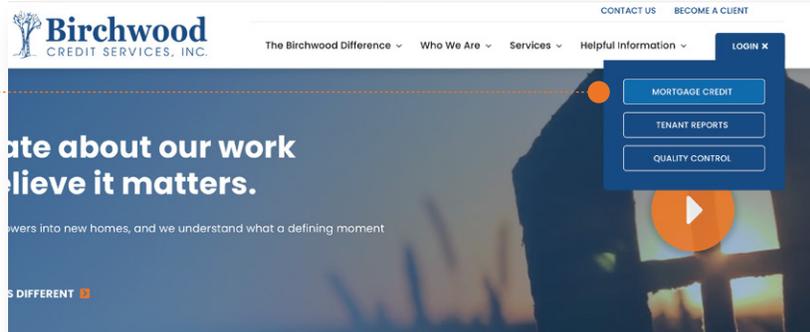
# Tradeline Updates/Supplement Ordering Instructions



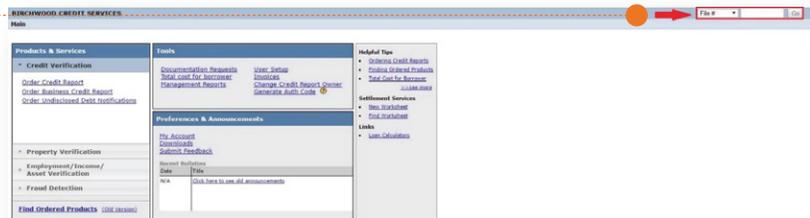
**Birchwood**  
CREDIT SERVICES, INC.

# Tradeline Updates/Supplement Ordering

Login to [birchwoodcreditservices.com](http://birchwoodcreditservices.com) and click the **Login** option at the top of the screen. Select **Mortgage Credit**



Select **File #** in the upper corner and enter the borrower's credit report number. Click **Go**.



Choose **Request Supplement** under **Add-On Products**.

Potential Equifax score change of +23 points with [Credit Analyzer](#) [View Invoice](#) [Close](#)

FILE #: 2546404 REF #: XP: 697 TU: 725 EF: 700  
 +18 +8 +23

APPLICANT: SAMUEL T TESTCASE JR - \*\*\*\*\*0012  
 ADDR: 42 JACOBSON AVE # 21, ANTHILL, MO 65488  
 PREV:

**Requests History**

Type	Processor	Message	Ordered	Resolved	Status
*** NO RECORDS FOUND ***					

**Documents**

Description	Date
*** NO RECORDS FOUND ***	

[Upload Borrower Authorization](#)

**Submission Results**

Bureau	For	Date	OK	Ordered By	Error Message
EXPERIAN	B	12/8/16 4:40 AM	YES	BARRET ELLIOT	
EQUIFAX	B	12/8/16 4:40 AM	YES	BARRET ELLIOT	
TRANSUNION	B	12/8/16 4:40 AM	YES	BARRET ELLIOT	

Re-pull As New File [Order Refresh Report](#)

**Charges**

Date	Description	Credit	Charge
12/8/2016	3BUR	\$0.00	\$60.00
12/8/2016	SURCHARGE-FACTA SURCHARGE	\$0.00	\$1.20
12/8/2016	SURCHARGE-MLA SEARCH	\$0.00	\$0.15
12/8/2016	SURCHARGE-RB Disclosure	\$0.00	\$0.25
12/8/2016	REPOSITORY SURCHARGE	\$0.00	\$1.50
12/8/2016	WHAT-IF SIMULATOR (# 2546404) - EXP - PC	\$0.00	\$8.00
	<b>Tax</b>		<b>\$3.60</b>
	<b>Total</b>		<b>\$74.70</b>

[Make Credit Card Payment](#)

**VIEW REPORT**

- [WEB / PDF /](#)
- [Prequal Analyzer](#)
- Other Reports --

**ADD-ON PRODUCTS**

- [Credit Analyzer](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)**
- [Request RMCR](#)
- [Request VOE](#)
- [Add Bureaus/Spouse](#)
- [Undisclosed Debt Notifications](#)

**UNMERGE REPORT**

BORROWER  
 CO-BORROWER

EXPERIAN  
 TRANSUNION  
 EQUIFAX

[Additional Options](#)

Web  PDF [View](#)

**ADDITIONAL PRODUCTS**

- [Automated Valuation](#)
- [Flood Determination](#)
- [ID Verification](#)
- [Tax Return Verification](#)
- [Verification of Deposit](#)
- [Verification of Employment](#)



# Tradeline Updates/Supplement Ordering

Click on the check box for tradeline(s) requiring updating.

Include applicant's phone (in case a creditor conference call is needed).

Upload **Borrower's Authorization Form** and supporting documentation. Include any additional commentary in the **Request Reason** box.

Select requested item update within each tradeline.

Select **Submit Order**.

File # TESTCASE, SAMUEL - \*\*\*\*\*0012  
2546404

Submit Order Close

Ordered By   Phone 8009100015 Email (please verify) Applicant's Phone

RUSH (There may be an additional fee)  
 I have faxed or will fax document(s) for this request

Document Description Borrower's Authorization  
Borrower Authorization Form Choose File No file chosen  
Document Description Attach Documentation  
Choose File No file chosen

Request Reason (applies to general request OR all accounts marked below)

Attach more ...

Please mark the checkbox(es) next to the account(s) that you want to supplement.

Add a tradeline

ACCOUNT	CREDITOR	ACCOUNT NUMBER	DATE REPORTED	TRADELINES		BALANCE	PAST DUE	MO. REV.	30	60	90+	STATUS	
				DATE OPENED	HIGH CREDIT								
<input checked="" type="checkbox"/>	J B COUNTRYWIDE HOME LOA	925786821	11/16	09/15	MTG	\$120000	\$118610	\$0	11	1	0	0	CUR WAS 30 XP/TU/EE
Late Dates: 8/16-30 ***CONVENTIONAL REAL ESTATE LOAN, INCLUDING PURCHASE MONEY FIRST													
<input type="checkbox"/> Update balance <input type="checkbox"/> Update payment <input type="checkbox"/> Update rating <input type="checkbox"/> 12 months rating <input type="checkbox"/> Acct. closed <input type="checkbox"/> Not applicant <input type="checkbox"/> Duplicate <input type="checkbox"/> Verify PITI													
Comment:													
<input type="checkbox"/>	J B GMAC MORTGAGE	6817741437	11/16	07/16	MTG	\$25000	\$24910	\$0	5	0	0	0	AS AGREED XP/EE
***SECOND MORTGAGE													
<input type="checkbox"/>	B B A H F C	77745013	12/16	09/14	AUTO	\$14162	\$8205	\$0	27	0	0	0	AS AGREED XP/EE
<input type="checkbox"/>	B B WASH MUTUAL/PROVIDIA	5418221673200088	12/16	07/16	REV	\$8000	\$7568	\$0	5	0	0	0	AS AGREED XP/TU/EE
<input type="checkbox"/>	B B CHASE	5149110921965684	12/16	01/14	REV	\$5600	\$5388	\$0	36	0	0	0	AS AGREED XP/EE
<input type="checkbox"/>	J B CAP ONE BK	517858968670	12/16	01/13	REV	\$3047	\$2746	\$0	48	0	0	0	AS AGREED XP/EE

For additional assistance, please reach out to our Customer Service department at (800) 910-0015 and a team member will be more than happy to assist you.

